

PEA Responsibilities

- Collaborate with AzEIP to schedule parent visitations to available educational programs (may schedule just prior to TPC to prevent parent from coming two times). Determine location for TPC (often at the school just after the parent visit or may be in the home if necessary for family). A mutually agreeable time and location.
- Provide parents with PWN for referral, RED and procedural safeguards
- Review existing data to determine if further evaluation is necessary, including vision and hearing screening. Obtain Permission to Evaluate if further information is needed
- Provide Prior Written Notice for Referral and Review of Existing Data (if collecting more data).
- Provide information to parents regarding educational program options/continuum of services, preschool eligibility & ESY criteria, and FAPE
- Explain the Extended School Year (ESY) services during transition planning conference
- Distribute Transition Planning Form Summary to MET team members
- Complete further evaluations if necessary
- For eligible children, convene the MET conference and explain the results of the evaluations
- For eligible child, convene IEP meeting to ensure FAPE by child's 3rd birthday (invite Service Coordinator if requested by parent/s)
- Hold IEP meeting within 30 days of Preschool Eligibility/MET Conference for eligible child (most often are held together)